

Class E Liquor License

Please remember, as

Sheriff Dave Owens said:

“...it is the responsibility of all of
us to work together to combat the
sale of alcohol to our young people
in McLean County...”



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What is a Class E Liquor License?

- A Class E liquor license permits the licensee to purchase alcoholic beverages from a licensed distributor for a single one-day event.
- The license is applicable Monday through Saturday from 6:00 a.m. to 1:00 a.m. on the following day and on Sunday from 12:00 noon to 10:30 p.m.
- A license will only be granted for events conducted by an educational, fraternal, political, civic, religious, or not-for-profit organization.
- A license will not be issued to any person who is not of good character or reputation in the community they reside in. A liquor license will not be issued to a person whose liquor license has previously been revoked or who has been convicted of an alcohol-related crime.
- If all requirements are met, a person can receive a Class E liquor license for a fee of \$25.00 plus a clerk fee of \$20.00.
- After receiving the McLean County license, you will need to obtain a license from the State of Illinois.

To Apply For A Class E Liquor License, You Need To...

1. Complete an application, available in our office, for each day of your event. The application is also available on our Website at www.mclean.gov/countyclerk.
2. Have your application(s), one for each day, submitted to the County Clerk's Office at least 14 days before your event. Attach a copy of your Certificate of Insurance to the completed application. Include your check, payable to the McLean County Clerk's Office, for \$45.00 for each day of the event. (i.e. If the event is for two days, the check will be for \$90.00.)
3. You will be contacted once our State's Attorney has approved your application.
4. Pick up your completed Class E Liquor License, a State of Illinois application, and a McLean County Liquor Control Ordinance from the County Clerk's Office. Our regular business hours are 8:00 a.m. – 4:30 p.m., Monday – Friday.